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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 25 September 1961

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No 34,
20 - 26 September 1961

1. Number in Clerical Induction Training: During the week of 18 - 22 September 1961, there were 88 trainees in Clerical Induction Training; of these 44 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 18 - 22 September 1961, there were 22 trainees in Clerical Orientation Training.

3. Result of Official Agency Testing Administered in Clerical Induction:

(a) The results of the tests administered to the entrance-on-duty employees for the week of 18 - 22 September were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	32	5
Shorthand	14	1

(b) The results of the tests administered to clerical applicants for the week of 18 - 22 September were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	24	4
Shorthand	4	2

4. Results of Official Agency Testing Administered by Clerical Refresher: The results of the tests administered to on-the-job Agency employees on 18 September were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	9	3
Shorthand	4	2

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5. [REDACTED] reported to Clerical Induction Training on 25 September 1961. [REDACTED] will take over [REDACTED] assignment as Training Assistant. Mrs. [REDACTED] is resigning from the Agency on 29 September 1961.

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6. [REDACTED], Clerical Induction instructor, attended the Security Briefing and [REDACTED]'s briefing on Monday, 25 September 1961.

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[REDACTED] 25X1A9a

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